

Name:	File n°:
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Schengen Visa for Tourism, Visiting Family/Friends, Business, official Mission

Documents:	Tourism	Visit Family <input type="checkbox"/> /Friends <input type="checkbox"/>	Business	official Mission
1) Form (German/Engl./Vietn. + 2 signatures on pages 3 and 4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Picture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) Passport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) Copy of signed passport (pages 2 and 3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5) Non-Vietnamese applicant: proof legal stay in VN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
6) Tour Program	<input type="checkbox"/>	-	-	-
7) Invitation from Austria (original)	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8) "Elektronische Verpflichtungserklärung/EVE" – in Computer System of Embassy	-	<input type="checkbox"/>	<input type="checkbox"/>	-
9) "Generalverpflichtungserklärung/G-EVE"	-	-	<input type="checkbox"/>	-
10) Proof of family relation	-	<input type="checkbox"/> / -	-	-
11) no EVE: ID/Residence Permit person in Austria	-	<input type="checkbox"/>	-	-
12) Proof of work (valid contract,...)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
13) Salary slips (min. last 3 month)	<input type="checkbox"/>	<input type="checkbox"/>	-	-
14) Confirmation letter of Vietnamese Company/Organization/Institution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
15) Leave letter	<input type="checkbox"/>	<input type="checkbox"/>	-	-
16) Proof of Assets/Solvency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
17) Business Registration	-	-	<input type="checkbox"/>	-
18) Solvency of Company	-	-	<input type="checkbox"/>	-
19) Proof of regular business activity	-	-	<input type="checkbox"/>	-
20) Dispatch note from Vietnamese Company	-	-	<input type="checkbox"/>	-
21) Note Verbale - for diplomatic and service passport holders (original)	-	-	-	<input type="checkbox"/>
22) Ticket reservation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23) Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
24) Hotel Reservation or proof of accommodation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
25) Other documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For Minors:				
26) Consent of parent(s)/legal guardian	<input type="checkbox"/>	<input type="checkbox"/>	-	-
27) Birth certificate	<input type="checkbox"/>	<input type="checkbox"/>	-	-
28) Confirmation of School	<input type="checkbox"/>	<input type="checkbox"/>	-	-
Special Travel Purposes:				
29) Official Registration to marry in Austria	-	<input type="checkbox"/>	-	-
30) Academic Exchange (study/research-short term)	-	-	<input type="checkbox"/>	-

REMARKS by VFS:

DECISION by EMBASSY:

„Verbesserungsauftrag“ Date: _____ Documents: _____
 Visa issued
 „Stellungnahme“ Date: _____
 Refusal Date: _____

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I have been informed and accept:

That my passport will be kept during my visa application process.

That presenting an incomplete application according to the above mentioned checklist may result in a rejection of my visa application.

That missing documents will hold my visa application process. It is my responsibility to present them within the stated delay.

That Vietnamese language documents have to be presented with translations into German/English.

That original documents have to be presented with any copy. Afterwards originals may remain with the applicant.

That additional supporting documents may be requested by the Austrian Embassy.

That I have provided a valid email address AND phone number.

That there is no legal right for receiving a visa.

That in case of a refusal, visa fees are not refundable.

Date:

Applicant's name:

Applicant's signature:

For VFS only:

Handled by (name/signature): _____ Date: _____